



## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>ACTIVITY AIDE</b>
<b>FLSA Status</b>	Non-Exempt/Hourly
<b>Reports To</b>	Activity Director
<b>CMS Code</b>	29

### **Position Summary**

Assist in planning, organizing & providing activity programs for all residents in accordance with each resident's needs and progress.

### **Duties & Responsibilities**

1. Assists in planning and promoting activities based on the needs/interests of the residents
2. Encourages social communication through group activities
3. Assists residents with participation in religious programs
4. Assist residents with leisure recreation
5. Visits bed-ridden residents and non-participants and provides appropriate activities
6. Documents resident attendance and participation level at activities; may assist with maintaining pertinent files and writing progress notes, if applicable (must meet qualifications to write in chart)
7. Attends appropriate in-service training programs
8. Assists in the maintenance, storage and use of the activity department supplies
9. Assists with the volunteer program
10. Assists with transporting of residents to and from activity programs
11. Assists with transporting of residents to and from meals
12. Assists in training/acclimating of new Activities staff members
13. Distributes mail daily (including reading to residents requiring assistance)
14. Maintains fish tank and/or bird cage (including feeding/cleaning daily)
15. Maintains activity rooms (including cleaning of tables, appliances, equipment, etc.)
16. Implements & successfully provides daily group activities per monthly activity calendar
17. Participate in & promote staff engagement in facility wide activities to include dress up & theme days.
18. Maintains resident rights, confidentiality at all times
19. Communicates needs/concerns to Activities Director when indicated
20. Attends/participates in staff/departmental meetings
21. Perform all other duties as assigned.

### **Education & Experience**

- Must possess, at minimum, a high school diploma or equivalent.
- Previous experience and/or training with the geriatric population required.
- Long term care industry experience preferred.

### **Required Skills & Abilities**

- Ability to read, write, speak and understand the English language & communicate effectively on all matters; including resident condition with all residents, personnel, and support agencies.
- Strong intrapersonal skills to deal tactfully with residents (may be hostile/emotionally distressed), families, personnel, medical staff, general public & support agencies under all conditions & circumstances.
- Knowledgeable of nursing and medical practices and procedures as well as laws, regulations, and guidelines that pertain to long term care.

- Strong organization, planning, analytical, problem-solving, multi-tasking & implementation skills.
- Ability to make decisions and function independently, have flexibility and personal integrity.

**Physical Requirements & Working Conditions**

- Must be able to push, pull, move, and/or lift a minimum of 50 lbs. to a minimum height of 3 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 5 feet.
- May be able to assist in the evacuation of residents during emergency situations.
- Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and, at times, hostile people within the facility.
- Must maintain the confidentiality of all resident information at all times.
- Must participate in all in-service training programs as mandated by regulatory agencies or policy.
- Must meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.
- Must not pose a direct threat to the health or safety of other individuals in the workplace.
- Must be able to move intermittently throughout the workday.
- Must be able to cope with the mental and emotional stress of the position.
- Must be able to see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of this position can be fully met.
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, reactions from dust, disinfectants, and other air contaminants, and exposure to infectious waste, diseases, conditions, hazardous chemicals, etc., including TB, AIDS and Hepatitis B.
- I further understand that the facility will make available to me, free of charge, the Hepatitis B vaccination.

**ACKNOWLEDGMENT**

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position **Activity Aide** and agree to perform the identified essential functions in a safe manner and in accordance with the facility's established procedures.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself and that such termination can be made with or without notice.

\_\_\_\_\_  
Signature of Activity Aide

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Activity Director

\_\_\_\_\_  
Date